



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Ga. Department of Public Safety 959 E. Confederate Ave. S. E. Atlanta, Georgia (Fiscal Services)	Application Number	81-438
Application Number		Date Received	Date Completed
		NOV 24 1981	DEC 16 1981

2. Person to Contact	Working Title	Telephone Number
Charlotte M. Shiver	Accounting Clerk I	656-6091

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series

Earliest	Latest
1979	1981

5. Records Series Title (followed by title used in office; if different)

GASOLINE INVOICES

6. Division and Office Function What is the function of the Division and the Office in which this record series is created?

The Fiscal Services (Staff) Division is responsible for accounting for funds; receiving and disbursing funds and budgeting for funds; for procurement of supplies and equipment, their issuance and maintenance; for providing support to these operations including procedures writing, forms design, records management and reproduction services.

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to: Billing other State Agencies for gasoline obtained from Dept. of Public Safety Post, through out Georgia.

Included are: Invoices (DPS 654 8/74 SW)

File is arranged: Numerically by Invoice Number.

8. Monthly Reference Rate How often are records referred to which are:

One to six months old 20; Seven to twelve months old 10; Thirteen to twenty-four months old _____;
twenty-five months and older _____?

9. Annual Rate of Accumulation of Records

Letter-size drawers 2; Legal-size drawers _____; Shelves _____; Other (specify) _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	N/C	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	1 _____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

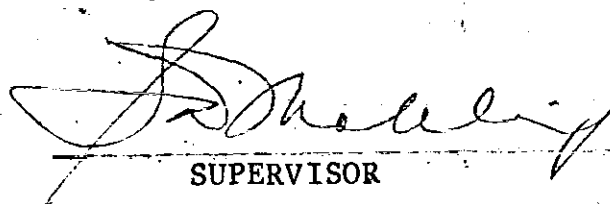
This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,


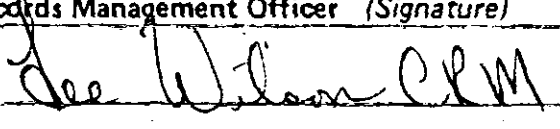
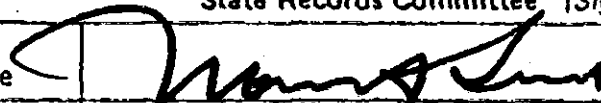


- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Hold in current files area 1 year or until State Audit is completed, whichever is later then destroy

☐ Con
☒ Concur


SUPERVISOR

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	19 Nov. 81		11/6/81
State Records Committee (Signature) _____ Date _____			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee		12-8-81
	Secretary of State/Designee		12-7-81
	Attorney General/Designee		12-12-81